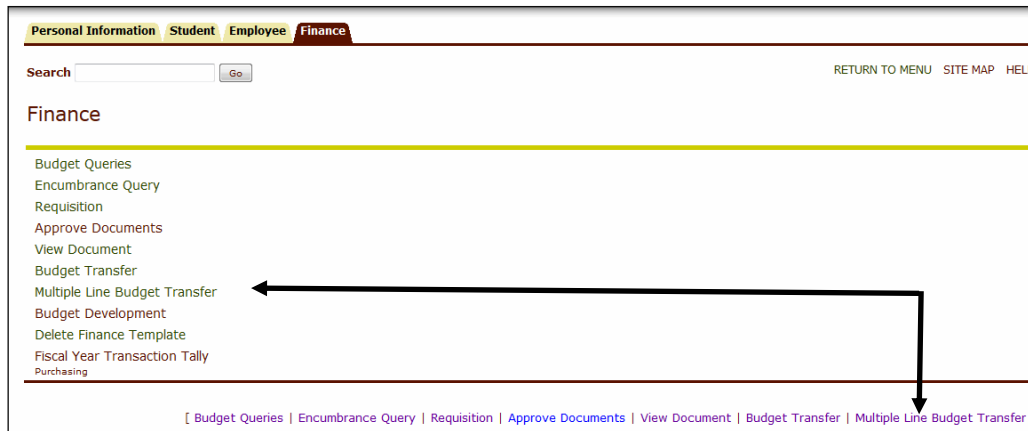


# Multiple Line Budget Transfer

Multiple Line Budget Transfers (To transfer within the same Org and Fund, between MULTIPLE accounts.)

Select **Multiple Line Budget Transfer** from **Finance** menu or quick link at bottom of page.



## Complete Transaction Information

Choose **Transaction Date** (already filled in).

Select **Journal Type** “BDZI (Non-Salary Transfer).”

In **Document Amount** enter total debits AND credits.

(This is different than single line budget transfers. For example, debit \$500 from one account and credit \$250 to another account and \$250 to a third account = 1000.00).

<b>Transaction Date</b>	29	APR	2016
<b>Journal Type</b>	BDZI (Non-Salary Transfer)		
<b>Document Amount</b>	1000.00		

**Note:** Need to transfer between Funds? Most people are not authorized to transfer money between funds in Banner. To transfer between funds, please contact the Budget office for the appropriate forms.

Grants: Grant funds cannot be transferred online. Contact the Grants Office (OSP) for the appropriate forms.

# Multiple Line Budget Transfer

Enter FOAPAL. Transfer FROM (Debit/-) and TO (Credit/+)

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	R		10110	24002	7400	11			500	- ▼
2	R		10110	24002	7000	11			250	+ ▼
3	R		10110	24002	7200	11			250	+ ▼
4										+ ▼
5										+ ▼

Description  Budget Period

Save as Template

Shared

Enter the FROM (Debit/-) line

- Enter **Chart** "R."
- Enter **Fund**.
- Enter **Organization** number.
- Enter **Account** number.
- Enter **Program** number.
- Enter transfer **Amount**.
- Select **(-)** for Debit (D) or **(+)** for Credit (C)
- Repeat for each debit and credit.

Enter Description and Budget Period

- Enter transaction **Description**.
- Choose **Budget Period** "01".

Complete Transfer

- Select **Complete**.
- Check the top of the screen for confirmation (Document J \_\_\_\_\_ completed).